

PLANNER I**DEFINITION**

Under direction performs responsible professional planning work in connection with public assistance and information services, planning-related permit and application processing, research and investigation of current and advanced planning issues and performs other related work as required.

DISTINGUISHING FEATURES

This is the entry class in the professional planning series. Work in the class is closely monitored with detailed instructions given, particularly during earlier stages of employment.

EXAMPLES OF DUTIES

1. Provides information, support and assistance regarding planning and zoning policies, procedures, and practices; provides staff support at the Planning public counter.
2. Serves as a project planner, assigned to steward business licenses, sign permits, and other assigned projects through City processes.
3. Interprets, explains and applies government regulations.
4. Conducts basic research and compiles, analyzes and evaluates information pertinent to planning studies or planning permit processing, such as demographic, economic, social, environmental, land use, and housing data; may develop related recommendations.
5. Prepares various recommendations, reports, correspondence, and summaries, including illustrations, maps, and graphs; performs basic plan check review.
6. May make presentations to the Planning Board, Historic Advisory Board and other City Boards and Commissions or other groups or gatherings as assigned
7. Establishes and maintains accurate records and recordkeeping systems.
8. May coordinate work activities as assigned.

EMPLOYMENT STANDARDS**Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in planning, architecture, urban design, environmental planning or related field.

Experience: No experience required, however, municipal planning counter work experience is desirable.

Knowledge

Knowledge of basic municipal planning principles and practices, including the California Environmental Quality Act (CEQA), historic preservation, sustainable practices and economic development; public administration and municipal government operations; and basic mathematics and statistical methods.

Ability

Ability to effectively perform professional planning work; perform basic plan check review; interpret, explain and apply complex governmental regulations, and established policies, procedures and codes; compile, analyze, evaluate and explain data related to planning studies; prepare and present clear and concise summaries, reports, maps and graphs; apply designated computer word processing, spreadsheets and database functions; read and interpret maps, building plans and specifications; establish and maintain accurate records; clearly define problems and develop solutions; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; and coordinate assigned work activities.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.